SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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End of Project by Duncan Friend

As of 8AM Wednesday, June 18, 2003, the new PeopleSoft version 8.0 of the SHARP system opened for business. Just one week later, employee self-service features were made available to the entire state workforce. Since that time, we've processed 3 on-cycle payrolls for both the agencies and Regents Institutions, and over 17,000 state employees have accessed the employee self-service features of the system – a number that continues to grow each day. Not a bad start!

As director of the SHARP 8.0 upgrade project, I'd like to use this space to send out a belated thank you to all of you who made our project successful. As this is my last column, and the last official SHARP-SHOOTER (see below), it only seems fitting to pay tribute to all the work that's gone in to get us here today.

To all the people who work with the SHARP system, both here in the Department of Administration and across state government, I'd like to express my sincere appreciation and tribute for a job well done. The project itself, due mostly to its part-time nature, actually began in one form or another almost two years ago! I've said many times that I'm humbled by the dedication of the state employees I've gotten to know and work with on the project, and by the great amount of effort I know goes on behind the scenes, day-in and day-out to implement a project of this size, all while keeping the current system and processes running. We recently held a reception for project team members at the State Capitol building here in Topeka where both Secretary Fricke and Governor Sebelius made note of this contribution to creating a "21st century workplace" here at the State. It's the quality, experience, and "can-do" attitude of the people – both centrally and at state agencies - that have made this project a success.

The SHARP implementation and upgrades have a long history in the Department of Administration stretching back to 1994, each one introducing new capabilities and a wide variety of information and new procedures that needed to be communicated to users across the state. The names on the masthead may have changed, and new technologies have come and gone, but the SHARP-SHOOTER has served as an efficient delivery method for news and updates of concern to all system users.

As time has passed, the use of email by state employees has become more widespread (email access is now a requirement for SHARP users), and the need to wait for updates and share information "all at once" no longer exists. As a result, we have decided that this issue will be the last one for the SHARP-SHOOTER from now on, our updates will occur to the SHARP Infolist email list. My special thanks to all the folks who have been involved in producing this newsletter over the years – again, a part-time job, but one that's produced some interesting and informative issues. For those who are new to the State, or want to catch up on past issues, the archive will remain available at: http://da.state.ks.us/sharp/. If you're not on the email list, you can also drop by that address to sign up.

Finally, as we officially disband the most recent upgrade project, I want to thank everyone here in the Department who have been so supportive, whether they were taking over work from fellow staff members so they could focus on the project, or the team members themselves who put in countless hours of overtime, spending time away from family and friends to meet a deadline, or put the finishing touches on an article for some project communication, like the SHARP-SHOOTER! I am proud to have had the chance to work with you, and hope to do so again in the future. Somehow I'm sure we'll meet again.

Printing Employee Self-Service Paycheck Data

Several employees have contacted us regarding two issues they have experienced when printing their paycheck data from the Employee Self-Service Center. In some cases, employees reported that some of the data on the right-hand side of the paycheck data is cut off and does not print. Employees also noted that the paycheck data prints on two pages but they want it on one piece of paper. We have identified a solution for each of these issues.

Print Margin – To resolve the issue of data not being printed on the right margin, change the left and right printer margins to 0.25". With the paycheck data displayed, click on "File" on the menu bar and select "Page Setup" from the menu displayed. Change the left and right printer margins to 0.25" and click on the "Save" button. This will permanently change your printer settings when using your browser. You can verify this change will allow all data to be printed by selecting "Print Preview" before actually printing the data.

Print on Single Page –Paycheck data can also be printed on a single page if your printer supports the printing option that follows. With the paycheck data displayed, click on "File" on the menu bar and then select "Print" from the menu displayed. Click on the "Finishing Tab" at the top of the print dialogue box. In the "Document Options" box, set the "Pages per Sheet" to "2" and click the "Print" button. The two pages of the paycheck data will be printed side by side on one sheet of paper. This approach will result in smaller print which may be an issue for some employees. This printer change is temporary and will only remain in effect until the browser has closed. ★

Payroll Funding Notice

The Department Budget Tables provide an option to use the funding for earnings as the default for deductions and taxes. To use default funding for deductions and taxes, users set the Default Funding Source Option to Earnings on the Department Budget Date page. It was anticipated that this new feature would save time for agencies that establish new funding or make funding changes on a regular basis.

However, the Payroll Section has determined the programs that establish the default funding for deductions and taxes are currently working only when new funding is being added through the Add a New Value mode. When changes are made to existing funding for earnings, the default funding for deductions and taxes are not being updated even though Earnings was set as the Default Funding Source Option. In cases where funding is being changed, agencies will have to enter the funding changes for deductions and taxes.

A work request has been submitted to correct the programs so that default funding can be used for deductions and taxes when changes are made to existing funding. When the changes have been made, SHARP Users will be notified through the SHARP Infolist. ★

SHARP 8.0 Recruitment Tips

- **How To Avoid Duplicate ID Numbers**

To avoid creating duplicate Applicant ID numbers please check Applicant Data records in Recruit Workforce and Personal Data records in Administer Workforce before entering an applicant's Personal Data information and assigning a new Applicant ID number.

Listed below are several options for finding existing applicants and employees:

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data
Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data
Home > Administer Workforce > Administer Workforce (GBL) > Use > Name Search
Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Search by National ID

Applicant Data in Recruit Workforce and Personal Data in Administer Workforce are now stored on two separate tables.

An Employee ID number will ONLY show up in the Recruit Workforce pages in SHARP 8.0 if that individual has previously applied and been associated to a requisition.

If you locate an Employee ID number that does not appear in any of the Recruit Workforce pages you must add it to the Applicant Data information to create an applicant record.

To do this go to:

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data
Choose: ADD A NEW VALUE
Enter the Applicant ID: Use their existing employee ID number
Enter the Employee ID: Use their existing employee ID number

NOTE: It is very important that you enter the Employee ID number in the Applicant ID field or this employee will be assigned an Applicant ID in addition to their Employee ID.

- **How to Select Correct Job Requisition Posting Dates**

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

Remember: SHARP 8.0 allows you to future date your job requisitions. If you want your requisition to POST to the Notice of Vacancy report that is updated daily at approximately 8:00 PM (Monday through Friday) please use the calendar date of the day that you are entering your requisition in SHARP. Also, please remember to click on "OK to POST".

- **How to select Correct Posting Type**

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

The posting type that you select first (Example: External) in SHARP 8.0 will be the posting type that is posted to the Notice of Vacancy Report.

You only need to select one Posting Type.

SHARP 8.0 Recruitment Tips continued

· **Hiring a Temporary 999 hour position or Unclassified Position when no job requisition number has been assigned**

If the individual you are hiring does not have an Applicant or Employee ID number, Choose Hire and then ADD A NEW VALUE in Administer Workforce. The system will assign an Employee ID number

Home > Administer Workforce > Administer Workforce (GBL) > Use > Hire

· **Entering Offer Accepted in Applicant Activity**

This is a crucial step that you will need to follow that allows your requisition to reflect "Filled" status

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Activity

Click on "OFFERS TAB" in Applicant Activity then scroll down to Offers, click on RESPONSE TAB under *Response scroll and Click on Accepted. Then click on Save

Applicant Process Enhancements

· **Changes to Applicant Summary Report**

The Applicant Summary Report located in Recruit Workforce has been updated to remove the Disabled Veteran's column from the report. Since the elimination of the skills registration and point process all applicants certified as veterans will be offered an interview for any vacancy for which they meet the minimum requirements. Therefore, a separate distinction for disabled veteran no longer exists.

Home > Develop Workforce > Recruit Workforce (GBL) > Report > Applicant Summary

· **Changes to Job Requisition Data Screens**

The second change relates to the Job Requisition Data screens. Two existing fields on the Job Details page are now enterable. Agencies now have the ability to enter the 'From Grade' and 'From Step' when establishing job requisitions in SHARP. This gives agencies the flexibility to indicate a higher beginning rate of pay when needed for recruiting purposes. The current pay grade assigned to the Job Code will automatically default into the job requisition.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

Please refer to the CBT Training information on Recruit Workforce located at: http://da.state.ks.us/sharp/ ★

Maximizing Pages—The F11 Key

Did you know that you can maximize SHARP pages? While you are viewing a page, such as a timesheet or the Compensation page, press the F11 key on your keyboard. This will maximize the page by minimizing the standard buttons and address bar. It will also temporarily remove the links bar and the main menu toolbar (File, Edit, View, Favorites, Tools, and Help).

To view the main menu toolbar and links again, simply press the F11 on your keyboard.

Employee Earnings and Deduction Balances

Employee earnings and deductions balances can be obtained from the KPAY318, Year-To-Date Balances, report or by looking up the balances on-line in SHARP. Generally, using the KPAY318 report is the easiest way to obtain balance information. Information about each method of obtaining balance information follows.

KPAY318 Report –This report displays calendar year-to-date balances for earnings, deductions, employee taxes, and arrears balances for an employee. Year-to-date amounts are shown for each earnings, deduction, and tax type with totals for each category. If an employee has multiple employee record numbers, earnings are summarized for all record numbers. If an employee has multiple benefit record numbers, deductions are summarized for all benefit record numbers. Separate deduction balance amounts may display for the three deductions (Group Term Life Insurance – Legislators; KPERS Buyback Non-Legislative; and Group Term Life) that were converted from general deductions to new plan types in 8.0.

Agencies can generate this on-line report as needed. The report can be requested using the following path: Home>Compensate Employees>Maintain Payroll Data (US)>Report>Year to Date Balances. At least three calendar years of data are available.

View Earnings Balances On-Line – Earnings balances are accumulated in SHARP by calendar year and employee record number. An earnings balance record is created for each calendar year and employee record number combination. Within each record, data rows are created that display for each quarter and month the year-to-date, quarter-to-date, and month-to-date balances for each earnings code. To view balance information, use the Period Information "Show Next Row" or "Show Previous Row" buttons to select both the calendar year and the employee record number to view. Then scroll through the Earnings Balances rows to find the desired period and earnings code. If an employee has multiple employee record numbers, you may need to review each employee record number to determine the total earnings code balance for that employee.

Employee earnings balances can be viewed in SHARP by using the following path: Home>Compensate Employees>Maintain Payroll Data (US)>Inquire>Earnings Balances. At least three calendar years of data are available.

View Deduction Balances On-Line – Deduction balances are maintained in SHARP by calendar year with a separate record being created for each year, and benefit record within that year. Within each record, data rows are created that display for each quarter and month the year-to-date, quarter-to-date, and month-to-date balances for each deduction code. To view balance information, use the Period Information "Show Next Row" or "Show Previous Row" buttons to select the calendar year to view. Then scroll through the Deduction Balances rows to find the desired period and deduction code.

When an employee with multiple benefit records has a deduction changed from one benefit record to a second benefit record, SHARP begins accumulating a new year-to-date balance for the deduction code for the second benefit record. As a result, the total balance for the deduction code will be split between benefit records. In such a case, the user would have to locate the balance rows for the deduction code and add them together to get the actual year-to-date total. Unfortunately, benefit record number does not display on the page so the user has to scroll through the Deduction Balances rows to find the previous balance row for the deduction.

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SHARP Resources

There are a variety of SHARP related resources available for both SHARP users and state employees. The following list highlights some of these resources. You might want to check them out if you haven't already done so.

SHARP Page – This web page is designed for SHARP system users. It contains the SHARP messages that used to be accessed in SHARP and contains links to such things as the sign up page for the SHARP Infolist, the computer based training, a list of people to contact for specific SHARP related questions, the SHARP-SHOOTER newsletters, software downloads available, and other information. The SHARP Page is located at: http://da.state.ks.us/sharp/.

SHARP CBT Intro – This web page is designed for SHARP system users who need to complete the SHARP 8.0 computer based training. It contains a contact list for users needing help, trouble shooting tips for using the CBT, and is the starting point for accessing the CBT. The CBT Intro page is located at: http://da.state.ks.us/sharp/CBT-intro.htm.

SHARP Infolist – This list serve application is used to send email messages related to the SHARP system. **All SHARP users are strongly encouraged to sign up for this service.** Users can sign up for the SHARP Infolist at: http://da.state.ks.us/sharp/infolist.htm.

A & R Info Circ and PPM Mailing List – This list serve application is used to send messages related to the release of new information circulars or changes to policies and procedures. SHARP system users who need to be aware of payroll related changes are encouraged to sign up for this service. Users can sign up for the A & R Info Circ Mailing List at: http://da.state.ks.us/ar/genacct/ARlistserv.htm.

State Employee Services Page – This web page is designed for use by all state employees. It contains notices to employees, programs available to employees, listings of job vacancies, and a link to the Employee Self Service Center. The State Employee Services Page is located at: http://accesskansas.org/employee/.

Employee Self Service Center Page – This web page is designed for use by all state employees. It contains information on using the Employee Self Service Center and a link to the self service center Sign-in page. The Employee Self Service Center page is located at: http://da.state.ks.us/ps/subject/ssc/.

Accounts and Reports Payroll Services Page – This web page is designed for use by SHARP users. It contains links to a variety of information including payroll procedures and forms for processing various types of transactions, payroll informational circulars, and direct deposit information. The Payroll Services Page is located at: http://da.state.ks.us/ar/payroll/default.htm .

Personnel Services Home Page – This web page is designed for use by agencies, SHARP users, and state employees. It contains links to a variety of information including job vacancy listings, Human Resource Consultants, the Employee Self Service Center, and SHARP documents. The Personnel Services Home Page is located at: http://www.da.state.ks.us/ps/ .

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Employee Earnings and Deduction Balances continued

Employee deduction balances can be viewed in SHARP by using the following path: Home>Compensate Employees>Maintain Payroll Data (US)>Inquire>Deduction Balances. At least three calendar years of data are available.

Unless you need to see balance information for a specific time during the year or need to see earnings balances for a particular employee record number, we recommend using the KPAY318, Year-To-Date Balances, report to obtain balance information. This report provides the most efficient way to obtain and review an employee's earnings, deduction, tax, and arrears balances for a given year. ★

SHARP UPGRADE SUCCESS!!!

SHARP Customer Service Web Page: http://da.state.ks.us/sharp

SHARP-SHOOTER

is published by the Statewide Human Resource and Payroll Project. This publication is designed to inform state agencies and their users about the status of SHARP.

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